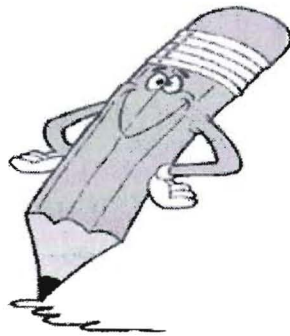


Northeast Correctional Complex
P.O. Box 5000
Mountain City, Tennessee 37683

VISITATION

Rules & Regulations

Handbook



Revised 2008



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
Northeast Correctional Complex
P.O. BOX 5000
MOUNTAIN CITY, TENNESSEE 37683-5000
TELEPHONE (423) 727-7387 FAX (423) 727-5415

MEMORANDUM

TO: Reuben Hodge, Assistant Commissioner of Operations – TDOC
FROM: Howard Carlton, Warden – NECX *H. Carlton*
DATE: February 1, 2008
SUBJECT: Inmate Rulebooks 2008

The NECX Inmate Rules & Regulations: High Security Annex, Compound, Minimum Security Annex, and Visitation for 2008 are attached.

After your review and approval, please return this original signed memo to us and keep a copy for yourself. We will then have these rulebooks printed.

If you have any questions or comments, please let us know.

HC/nw
Attachments

APPROVED BY:

Reuben Hodge

Reuben Hodge
Assistant Commissioner of Operations

NECX
VISITOR RULES AND REGULATIONS
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VISITOR HANDBOOK

Welcome to Northeast Correctional Complex. This handbook contains a list of regulations designed to maintain order and control. It helps to ensure visitors and inmates the most enjoyable visit possible in a pleasant atmosphere. TDOC Policy 507.01 (Visitation) and TDOC Policy 507.01.1 (Non-Contact Visitation) establish Departmental guidelines governing the visiting of inmates. For convenience, TDOC Facility Handbooks are also available at <http://state.tn.us/correction/institutions/visitation.html>.

These rules are not designed to harass visitors or inmates, they are based upon policy and procedures to help ensure the security of the institution and the safety of staff, visitors, and inmates alike. Visitors and inmates are expected to comply with these rules and failure to do so could result in the termination of a visit and suspension of visitation privileges. The administration and staff of this institution realize the importance of maintaining strong family ties and a support group for an inmate in his community. We hope your visits here help maintain that goal.

VISITATION RULES

1. Routine visitation is on Saturday, Sunday, and state holidays as designated by the Commissioner from 8:00 a.m. to 3:15 p.m., and Monday from 5:00 p.m. to 8:00 p.m. Visitors are asked not to access the parking lot before 7:30 a.m. and should not enter the Administration Building until 7:30 a.m. on weekends and 4:30 p.m. on Mondays. **If you come on to state property before 7:30 a.m., you will not be allowed to visit.** If you are visiting at the Annex, an officer will open the gates going to the Annex lot at 7:30 a.m. Annex parking is in front of the warehouse and maintenance only. Do not block the fuel pumps or adjacent car wash area. Do not park in front of the Annex fence or engage in conversations with inmates through the fence. Visitors for the Carter County Annex must park in front of the visitation area. Monday night visitors may park in the upper parking lot near the Administration Building.
2. Questions or comments relating to NECX visitation may be directed to the NECX Visitation Sergeant by dialing (423) 727-7387 ext. 206 on Saturdays and Sundays from 8:00am to 3:30pm, Mondays from 12:00pm to 8:00pm and on Fridays from 8:00am to 4:00pm.
3. Only four adult visitors will be permitted per inmate.
4. Visits occur in the visitation gallery and/or picnic area of the compound or annex. Inmates in punitive segregation will have restricted visitation access. Inmates housed at the Carter County Annex will visit in the visitation building or picnic area when open. Monday night visits will occur in the administrative part of the building.
5. Inmates assigned to Unit 7 (STG Unit) will visit with the general population in the main visiting gallery following the same guidelines with the exception of the following: One (1) visit per week only and no picnic visits.
6. Inmates who are in transient status, shall not be allowed any visitation for two weeks (attorneys and clergy are exempt). The Warden may allow special visits at the end of the two weeks, but only for immediate family members.
7. Pre-approved visitors only will be allowed visits. Identification is required for all visitors.

8. Visitors under the age of 18 must be accompanied by an approved adult with notarized permission from parent or legal guardian. All visitors, regardless of age, must have an application with picture ID on file.
9. Blank copies of Visitation Application Form CR-2152 shall be furnished to all inmates, with written instructions that prospective visitors shall complete and return the forms with a current photograph to the Deputy/Associate Warden in charge of visitation within 30 days. Applications will be approved or denied within 30 days of receipt. All visitor applicants are subject to a NCIC background check.
10. The outside picnic area/visitation will operate from April 1 through October 31 (first weekend of the month). Inmates who have been convicted by the disciplinary board of a class "C" offense shall not be allowed access to the picnic area for a period of 30 days. Those convicted of a class "A" offense may not access the picnic area for a period of 60 days.
11. The length of the visit will depend upon space available. Should overcrowding occur, visitors who are first that day may be asked to leave to allow for others to visit.
12. Visitors found with contraband that is in violation of the law are subject to possible arrest by local law enforcement and visitation privileges may be suspended for up to twelve (12) months.
13. No one under the influence of drugs or alcohol will be allowed to visit.
14. **Any visitor found with drugs or firearms while on State property may be subject to loss of visitation privileges for a period of twelve (12) months up to and including permanent restriction.**
15. "Persons with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle you will be subject to arrest".
16. Inappropriate or socially unacceptable physical contact as deemed by staff will not be permitted between inmates and visitors.
17. Visitors are not allowed to deliver correspondence, money, printed material packages or any other item to inmates.
18. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area. A playground area (weather permitting) is provided for children under 12 years of age. Disciplining of children is strictly up to the visitor and not the inmate. Visitors and inmates are not to access the playground area unless they have children playing in that area.
19. Visitors may not sit on the inmate's lap or vice versa.
20. Visitors will not wear an inmate's jacket or inmates will not wear a visitor's jacket for any reason. Inmates must dress per TDOC Policy and in an appropriate manner.
21. Visitors and inmates may not sit with their legs crossed over each other. Couples will not be permitted to be hugged up while leaning against the walls.

22. The visitor's and the inmate's hands must be in view at all times and may not be underneath any clothing.
23. Visitors may not leave the visiting area for any reason and return to checkpoint or the parking lot. Once the visitor leaves, the visit is considered over for that day.
24. Visitors who must take prescription medication during the course of their visit must declare the medication before they are searched at checkpoint. The prescription must be given to Central Control before entering the visiting gallery. When it is time for the medication, the visitor will be allowed to go to Central Control and take the medication before re-entering the visiting gallery. At the Carter County Annex, visitors will leave their prescription medication with the visitation OIC who will lock it in a locker. Any medication left at NECX will be discarded after the visiting weekend.
25. No baby strollers are allowed except when used by disabled children.
26. Visitors and inmates at the NECX Main Compound are not to access the picnic area unless they are on an approved picnic visit.
27. Restrooms are located in each visitation area. At no time may a visitor access the inmate's restroom and at no time may an inmate access a visitor's restroom. When a child must use the restroom, the visitor with whom they came must accompany them, not the inmate or another inmate's visitor.
28. Visitors shall not accept any correspondence, package, printed material or personal property from an inmate. All items must be processed through the property room during regular business hours.
29. If visiting on the weekend, a visit on the following Monday night will not be permitted unless it is an official holiday of which the hours are from 8:00 a.m. until 3:15 p.m.
30. Visits may be denied or terminated at any time for violation of any visiting rule.

A female visitor's visit may be denied for the absence of proper clothing such as shoes, bra, underclothing, slip (when wearing a dress). All apparel must have sleeves. The visit may be denied for wearing improper clothing such as halter tops, miniskirts, long split skirts, tank tops, strapless sundresses, bare midriff, windsuits, spandex pants, and inappropriately torn garments or garments with offensive logos or any revealing attire. The following clothing items are **prohibited**: sweatpants, stirrup pants, camouflage attire of any pattern or color, body suits, skirts or dresses that button up the front, service or security uniforms, pants or jackets with stripes. Children age 6 and under, male or female, will be allowed to wear shorts but they must not be any shorter than the middle of the thigh.

A male visitor's visit may be denied for the absence of proper clothing such as shoes, shirt or underclothing. The visit may be denied for wearing improper clothing such as tank tops, shorts (shorter than knee length) and sweatsuits. No camouflage attire of any kind, military or security uniforms, or shirts with offensive logos may be worn. You may be required to remove clothing if you are found to have on excessive clothing such as 2 pairs of pants, a sweatsuit, or an extra shirt on under the top clothing.

Once visitors have entered the visiting gallery, they are not allowed to modify their attire, i.e. unbutton a shirt or blouse to be more revealing, pull a skirt up to make it shorter or remove bra or any undergarment. Breastfeeding is not allowed in the visiting gallery but can be done in the ladies' restroom. All visitors entering on one pass must leave together at the same time.

31. Excessive amounts of jewelry will not be allowed in. Only one (1) ring per hand and one (1) necklace.
32. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

ITEMS ALLOWED FOR VISITORS:

Car keys
Picnic items as per approval list
Diapers – 6 disposable per child
Plastic baby bottles with milk/ juice – 4
Identification cards
Vending debit cards (NECX & Carter County Annex)

ITEMS NOT ALLOWED FOR VISITORS INCLUDES, BUT IS NOT LIMITED TO:

NECX is a tobacco-free facility. Use of tobacco products is prohibited on state property. All tobacco products must remain in the vehicle.

No billfolds or purses will be permitted.

Steel-toed shoes are not permitted. Shoes or boots containing metal will not clear the metal detector and must be removed.

No cell phones or media devices (such as iPods, MP# Players, etc.) will be permitted. Pagers must be approved by the Warden, staff will not be responsible if lost.

Food items not allowed into the institution will be taken back to the vehicle. No food will be stored at checkpoint.

Excessive jewelry is not allowed, as it will set off the metal detector.

Clothing with logos that contain pictures, slogans, profanity, or vulgarity is prohibited. This includes any item the checkpoint officer associates with any Security Threat Group. Camouflage clothing or accessories of any pattern or color are prohibited. No stripes of any kind on pants or jeans.

INMATE DRESS

TDOC uniforms (blue shirts and pants) are the only clothing inmates will be allowed to wear to access visitation. Only plain white T-shirts may be worn or TDOC sweatshirt under the TDOC blue shirt, which must be worn and cannot be removed in the visitation area. No excessive clothing will be allowed such as wearing sweatpants under the TDOC blue pants or more than one pair of boxers or briefs. Regular long-johns will not be allowed in the visitation gallery. The white TDOC stripe must be clearly visible and no

bleached out pants will be allowed. All clothing must be in good repair with no holes, patches or alterations. Pants must be worn around the waist, and the shirt buttoned.

ITEMS ALLOWED BY INMATES

The following items are the only items allowed on the inmate's person to gain entrance into the visiting area:

- Identification card
- Room key
- Wedding ring – 1 (if married)

*Anything not listed above is considered contraband and will be dealt with accordingly.

ARTS & CRAFTS

Arts and crafts items will not be routinely carried out through visitation. If an inmate has an item that needs to be sent out through visitation for some reason, written permission must be obtained through the Associate Warden's office first. When arts and crafts items are approved to be sent out through visitation they must be brought to the property room, Monday through Thursday, to be processed. The Property Room staff will provide a list to Visitation staff consisting of inmate name, TDOC #, and item(s) approved to be carried out through visitation. The visitor may sign for and pick up the item(s) **after** the visit is over. The NECX staff will not be held responsible for the loss or damage of any item sent out through visitation.

SPECIAL VISITATION

Special visits may be granted subject to approval of the Warden/AWO. All requests for special visits must be made at least seven days prior to the requested visit, unless exceptional circumstances exist.

All visit requests must provide a detailed written explanation as to why the visit is necessary and provide full identifying information on the visitor. Special visits are normally reserved for those visitors who have traveled in excess of 200 miles. However, at the discretion of the Warden/AWO they may be approved for other reasons. Persons allowed access to the facility for special visits will not be allowed to utilize the picnic area on the compound due to space limitations.

SEARCHES / VEHICLE SEARCHES

All visitors entering NECX property shall be subject to search. Visitors entering the secure perimeter of the institution shall be frisk-searched. Other searches may be authorized as deemed necessary by the Warden/designee. All items carried by the visitor shall also be searched before entering the institution, i.e. picnic items, etc.

From time to time, the institution shall perform a search of all vehicles entering State property. K-9 Drug Detection Units may be used during these searches. All persons shall be responsible for any contraband items found in their vehicles. Local or State Law Enforcement may issue written citations, make arrests, or confiscate visitor's vehicles and belongings in the event contraband is found. It is illegal to possess alcoholic beverages on State property, weapons of any type (i.e. firearms, ammunition, knives, etc.), drugs, any type medication that cannot be readily identified by being in original containers or producing a prescription. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non-contact booth. In this situation, there is no physical contact among inmates and visitors.

PARKING

At NECX Main Compound, visitors are asked not to access the parking lot before 7:30 a.m. You must park in the regular designated parking spaces. You cannot park in any of the spaces reserved and numbered for State vehicles, nor can you park in any reserved parking space including the spaces marked "official visitors." The parking spaces directly in front of the Administration Building are for temporary parking only of fifteen minutes or less. Your car or truck must have the windows rolled up and the doors must be locked.

Visitors going to the Mountain City Annex cannot access the parking lot until an officer opens the gate at 7:30 a.m. You cannot park in front of the gate and wait. This causes traffic to back up and blocks the perimeter road. Park only in front of the maintenance and warehouse buildings. The gas pumps and adjacent car wash area cannot be blocked. Visitors are not to engage in conversations and visit with inmates in the annex yard. Please observe these parking rules. Visits will be terminated for the day if vehicles are parked where they must be moved. Once you leave the visiting gallery, you cannot return.

On Saturday, Sunday, and designated State holidays, visitors for CC-Annex will park in front of the visitation area located at the main entrance to the institution. On Monday nights, visitors will park in the upper main parking lot near the Administration Building since visitation is held outside the program center.

CHECKPOINT

Upon entering the Administration Building and CC Annex visitation area before proceeding to the visiting gallery, you must pass through checkpoint. At times this area becomes crowded and you may have to wait. Please be patient as the officers process visits as soon as possible. All visitors must be on the inmate's approved visiting list or have a pre-approved special visit.

Upon arrival at checkpoint, it will be verified that the visitor is on the inmate's list and ID will be verified. When accessing the NECX Main Compound, visitors must pass through the metal detector and will be frisk-searched by an officer with all items emptied from your pockets. Any prescription medication the visitor may have must be brought to the officer's attention before the search. After the visitor has been searched, the left hand will be stamped in invisible ink. The visitor must show his/her hand under the ultra-violet light to the officer in Central Control or at the checkpoints at each annex before entering the visiting gallery and after exiting at the end of the visit.

At checkpoint at NECX Main Compound, visitors will be given a visitor's pass. This pass must be presented to an officer at the front desk in the visiting gallery. After presenting the pass, visitors are to be seated and wait for the inmate to arrive. When the visit is over, the visitor's pass is to be given to the checkpoint officer before leaving.

Any visitor with prescription medication who visits at the NECX Annex must declare this medication at the NECX Annex checkpoint. The medication will then be placed in a locked box by the visitation staff. Any time a visitor must take medication, the visitor will contact the officer and the medication will be distributed. Only the amount of medication needed should be brought to the Annex and it must be in its original container. No items will be left at Checkpoint. Any medication left at NECX will be discarded after the visitation weekend.

PICNIC AREA

The picnic area on the compound, the annex, and Carter County Annex will be open on Saturday, Sunday, and designated State holidays during the period of April 1 through October 31.

The compound inmates will be allowed one picnic the first weekend of each month either on Saturday or Sunday. The Annex inmates and Carter County Annex inmates will be allowed one picnic per week either on Saturday or Sunday. Any inmate convicted of a Class A disciplinary will not be allowed a picnic visit for a minimum of two months.

Food items brought for the picnic area cannot be consumed in the visiting gallery. All picnic items must be consumed in the picnic area. Visitors who do not bring approved picnic items will not be allowed access to the picnic area due to limited space. Access to the picnic area shall be on a first-come, first-serve basis and may be limited to time frames such as 2-hour or 3-hour access as directed by the Warden/designee, if crowding becomes a problem.

No visitors may access the picnic area unless accompanied by the inmate whom they are visiting. Tablecloths used on the picnic tables shall be folded even with the top of the table and not be allowed to drape beyond the table's edge.

Visitors and inmates will not be allowed to sit on top of the picnic tables or to lie on the ground, picnic benches, concrete pads or sidewalks. At no time will visitors or inmates be allowed to straddle the picnic table benches.

All trash should be placed in the proper receptacles. Wooden sticks used for opening and closing grills should not be used by children as play toys. Visitors are reminded to supervise their children in this area due to possibility of injury from the hot grills.

If overcrowding occurs, visitors and inmates may be asked to share tables to ensure everyone gets an opportunity to picnic without restrictions.

Compound: Visitors and eligible inmates requesting to go to the picnic area shall have the choice to move to the main visitation area if they so choose at any point during the visit. Once the choice has been made to move a visit from the picnic area to the visitation area, the visitor and/or inmates will not be allowed to access the picnic area again that day.

The institution retains the right to close the picnic area due to inclement weather, staffing problems and/or during institutional problems or emergencies that may arise.

The Warden or his designee will issue a memo on what items are allowed on picnic weekends.

Drinks – All drinks must be purchased from the vending machines in the VG area.

Non-Food Items:

- Tablecloth (not to exceed past table's edge)
- Aluminum foil in single sheets with package seal not broken.
- Disposable spatulas
- Paper napkins (no roll paper towels)
- Plastic eating utensils (no metal items)
- One bag of self-starting charcoal (no lighter fluid)
- Paper plates

Items packaged in glass containers will not be allowed.

No food prepared at restaurants or fast food chains will be allowed.

No deli items allowed.

The above items will only be admitted in the amount that will be used. All items not used during the picnic visit shall be taken out of the area and institution by the visitor. **NO ITEMS WILL BE CARRIED OUT OF THE VISITING AREA BY INMATES.**

NON-PICNIC MONTHS, APPROVED FOOD ITEMS

The items listed below are the only items allowed in for the non-picnic months. If the item is not listed, it will not be allowed in. No food items will be allowed outside on the picnic area. This list is subject to change at the Warden's discretion. The Warden or his designee will issue a memo on list changes for non-picnic weekends.

- Sealed Lunch Meat (No Deli Meat)
- Sliced Sandwich Bread (White, Rye, Wheat, etc.) – No Buns or Rolls
- Mayonnaise, Mustard, Ketchup (Factory sealed/Individual packets), enough for one day only
- Tomatoes, Lettuce, Pickles, Onions – All must be pre-sliced and placed in a Ziplock baggie
- Cheese (Factory Sealed and must be pre-sliced and placed in a Ziplock baggie)
- Salt/Pepper (Sealed /Individual packets)
- Items may be placed in a clear plastic baggie or container
- Disposable paper plates only, No reusable plastic dinnerware/silverware
- Drinks: From VG Vending Machine Only

If the item is not on the approved list, it will not be allowed into the institution. No exceptions will be made.

Compound: Visitors and eligible inmates requesting to go to the picnic area shall have the choice to move to the main visitation area if they so choose at any point during the visit. Once the choice has been made to move a visit from the picnic area to the visitation area, the visitor and/or inmates will not be allowed to access the picnic area again that day.

COUNTS

During count time, approximately 11:00 a.m., or anytime that a count may be called, all visitors shall remain seated. Inmates in the inside visitation area must stand by the wall until count is complete. Inmates in the picnic area must stand on the sidewalk until the officers have completed the count. No movement of inmates or visitors is allowed. There should be no attempt to access the restrooms or move to or from the picnic area. With cooperation, it will only take a few minutes to count and this will not pose any inconvenience to anyone.

TITLE VI

Title VI of the Civil Rights Act of 1964 requires federal-assisted programs to be free of discrimination, and the TDOC also requires that all of its services be offered equally to eligible persons regardless of race, color, or national origin.

Available avenues of complaint regarding alleged Title VI violations may be directed to the following:

NECX Title VI Coordinator
P. O. Box 5000
Mountain City, TN 37683

Tennessee Human Rights Commission
530 Church Street
Nashville, TN 37219

US Department of Justice
Civil Rights Coordinator and Review Section
Washington, DC 20531

DIRECTIONS

NECX Main, Mountain City: I-40 East to I-81 North. Take the Johnson City Exit #57, will then be on I-26. Take I-26 to the Elizabethton exit. Go through Elizabethton to the 19E Bypass, turn right. Go approximately 7 to 10 miles, turn left on Highway 67 – to Mountain City. Go approximately 30 miles, the institution is on the right.

CC Annex, Roan Mountain: I-40 East to I-81 North, Take the Johnson City exit #57, will then be on I-26. Take I-26 to the Elizabethton exit. Go through Elizabethton to the 19E Bypass, turn right. Go approximately 12 miles on U.S. 19E, turn left on Old Railroad Grade Road. There will be a green sign with the name of the institution. The institution is .5 miles from this point.

BUS/TAXI SERVICES

Listed below are the bus and taxi services available to Mountain City or Roan Mountain, Tennessee. This may facilitate your visitation.

TAXI CABS

Black & White Cab, 208 N. Pine, Elizabethton(423)542-4161
Graham Cabs, 208 N. Pine, Elizabethton(423)542-2171
Mom's Taxi, 222 E. Maple St., Johnson City.....(423)975-0698
W W Cab Co., 128 N. Commerce St., Johnson City(423)929-8316
or 928-8316

BUS SERVICE

Greyhound Bus Lines, 137 W. Market St., Johnson City(423)926-6181
Fare and schedule information 1-800-231-2222

LODGING

Americourt, 450 Dotson Lane, Mountain City(423)727-7311
Americourt, 1515 19E Bypass, Elizabethton(423)542-4466
Travelers Inn, 505 W. Elk Ave., Elizabethton(423)543-3344
Toll Free 1-800-799-9119
Valley View Cafe-Motel, 9459 Hwy 67 W, Butler(423)727-2500
Mountain Empire Motel, 1537 S. Shady St., Mountain City(423)727-7777

SERVICE STATIONS

Mountain View Service Station, 214 W. Main St., Mountain City(423) 727-6801
(Nights, Sundays, Holidays(423) 727-9920
24-hour towing & recovery



Warden's Approval

2/01/08

Date



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